# CITY OF NEW ORLEANS CHIEF ADMINISTRATIVE OFFICE

# POLICY MEMORANDUM NO. 39(R)

July 13, 2009

TO: All Departments, Boards, Agencies and Commissions

FROM: Coralee Basile, Chief Administrative Officer

SUBJECT: UNIFORM ALLOWANCE

#### 1. PURPOSE.

This memorandum is republished in order to consolidate all information relative to uniform allowance in one memorandum.

This revised issue of the policy replaces the following memoranda:

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Policy Memorandum No. 39 - December 19, 1977

Policy Memorandum No. 39, Amendment No. 1 - January 1, 1980

Policy Memorandum No. 39, Amendment No. 2 - January 7, 1983
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# 2. ELIGIBILITY REQUIREMENTS.

It is incumbent upon appointing authorities to certify that employees are eligible for the annual uniform allowance in accordance with and after consideration of the following criteria:

- a. The employee is required to wear a distinctive uniform.
- b. Only probationary or permanent employees are entitled to an allowance.
- c. An employee must be on the payroll as of the designated eligibility date which is <u>January 1</u>. If an employee is terminated by resignation, dismissal or lay off before he/she receives the uniform allowance check or the employee shall not receive the allowance.
- d. An employee who changes from an eligible status to a non-eligible status during the year shall not be eligible for the allowance. This includes all personnel transactions involving lateral transfer, promotions, or demotions.

# 3. NEW EMPLOYEES.

Appointing authorities are hereby authorized to grant new employees the appropriate allowance shortly after they are hired. It is incumbent upon appointing authorities to establish a policy which treats all employees under their jurisdiction equally as relates to the time period after

appointment for granting of the allowance. A RAMS-P2 form should be submitted to effect the issuance of the allowance.

# 4. AMOUNT OF FUNIFORM ALLOWANCE.

Uniform allowances are for \$150, \$225 or \$300. Final authority for the determination of which allowance a class of employees shall receive rest solely with the Chief Administrative Office.

### 5. REVIEW PROCEDURE.

- a. Appointing authorities shall periodically consider the necessity of continuing or expanding the uniform requirement for employees under their jurisdiction.
- b. Should an appointing authority wish to make additional positions eligible for the uniform allowance a letter requesting the allowance should be forwarded to the Personnel Management and General Services Division of the Chief Administrative Office. The letter should contain a substantial jurisdiction for the necessity of the uniform, a detailed description of the uniform to be required and the number of employees that would be entitled to the allowance.

## 6. ANNUAL DISTRIBUTION PROCEDURE AND PAYMENT SCHEDULE.

The procedure for distribution for the annual uniform allowance and payment schedule shall be published in a circular memorandum each year.

## 7. INQUIRIES.

Any questions concerning this memorandum may be addressed to the Personnel Management and General Services Division of the Chief Administrative Office.

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